

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Fremont-Mills Comm School District (23690000)
SNP - Review ID: 4214

Program Year: 2017
Month of Review: January
Lead Reviewer: Brenda Windmuller
Org Representative(s):

Site - Level Findings: Fremont-Mills Middle And Senior High School (0172)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
300 - Meal Counting and Claiming - Breakfast	V-0300	MEAL COUNTING & CLAIMING: The POS was located at the beginning of the line. The POS is required to be located at the end of the line so that the cashier can verify that the student has taken a reimbursable meal.	The POS was relocated to the end of the line during the on-site visit. SFA will maintain this structure.	
400 - Meal Components and Quantities - Lunch	V-0400	WHOLE GRAIN: All grains must be 100% whole grain-rich in both the National School Lunch Program and the School Breakfast Program. Non-conforming items such as saltine and club crackers were on the menu and found in the storeroom.	The SFA will submit CN labels for crackers selected to replace the non-compliant items and an invoice showing the purchase of these new products.	
400 - Meal Components and Quantities - Lunch	V-0400	Meal Components-The SFA's menu for the review week was missing the following meal component: Vegetable Sub-Group- Dark Greens.	Complete and attach menu and production records for 1 week of lunch meals demonstrating incorporation of dark green vegetables.	
800 - Civil Rights	V-0800	CIVIL RIGHTS: "and justice for all poster" was not hanging in cafeteria.	SA provided SFA with a poster. The poster was hung, issue was corrected on site, no further action required.	
1100 - Smart Snacks in School	V-1100	Fundraisers conducted during the school day failed to meet Smart Snacks guidelines. Any foods sold during the school day must meet the smart snacks requirements for size, and nutrition standards.	SFA will submit a list of alternate fundraising activities that feature items that comply with the Smart Snacks requirements. Future fundraisers will utilize items on the approved list only.	

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
700 - Resource Management	V-0700	Procurements Policy: The SFA is required to have a comprehensive written Procurement Plan that includes federal and local thresholds, procurement methods and documentation for all purchases, the plan indicates those responsible for rewarding, reviewing, documenting and monitoring procurement events. The SFA must also have a written Code of Ethics/Conduct which	The SFA will submit a written procurement plan which includes all of the required elements.	

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		includes conflicts of interest, accepting items of monetary value, disciplinary actions, and checks and balances. IFBs and RFPs should be advertised. All bids should include a Buy American Provision. The SFA should have debarment statements on file for each vendor.		
1000 - Local School Wellness Policy	V-1000	Wellness: The district is required to invite stakeholders to participate in the wellness committee and/or have documentation of the invitation. Stakeholders should include: parents, teachers of physical education, school administrators, students, school health professionals, general public, school food service and school board members. Attendance records and meeting minutes should be kept. It is required to review the policy once every three years, the posted policy was last reviewed on January 15, 2014. The district is required to complete an assessment of the wellness policy every year and make the results public.	Submit a date in which the wellness committee and/or board will review the wellness policy. Include a plan on how the district plans on inviting all of the required stakeholders to participate in the development, review and implementation of the policy. Submit a timeline and plan on when the school district will be assessed on the implementation of the Local School Wellness Policy and how it will make the assessment available to the public.	
1200 - Professional Standards	V-1200	PROFESSIONAL STANDARDS ANNUAL TRAINING: All employees working with compliance of the NSLP are required to meet a certain number of annual training hours; however, they must receive and complete training on the topics and areas applicable to his/her job. Training must be recorded.	Submit a plan to assure that all positions who provide functions to the safe and compliant operation of the USDA School Nutrition Program will be trained to carry out those duties. District employees working with benefit issuance, verification, operating the point of service are all required to complete 4 hours of training annually to include Civil Rights Training.	

Org - Level Technical Assistance

Area	Question	Comments
1200 - Professional Standards	1218 Validate the SFA's response to Question 1206 on the Off-site Assessment Tool, if applicable.	Provided technical assistance to FSD on how many hours of annual training is required for each employee, and that one hour of that time should include Civil Rights training.
1200 - Professional Standards	1221 a. Are there additional employees outside of the School Nutrition Program whose responsibilities include duties related to the operation of the School Nutrition Program?	Technical assistance was given to create a single spreadsheet to track all continued education hours completed by all employees working with the school lunch program.
1400 - Food Safety	1400 a. Does the written food safety plan contain the required elements? If NO, identify which elements are missing.	HACCP plan missing a blood born pathogen clean-up policy. This is a required element to the HACCP plan.
1600 - School Breakfast and SFSP Outreach	1601 How did the SFA inform eligible families about the availability and location of free meals for students via the Summer Food Service Program?	Breakfast Promotion: The USDA requires SFAs to promote their breakfast program at least 2 times annually to households. Promotion should include breakfast price, times available and should encourage all students to attend.

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		Summer Meal Promotion: The SFA should promote summer feeding programs to all students every spring to be sure that families are aware of the availability state-wide.
200 - Verification	206 When a confirmation review was conducted,	Verification: The confirming official is required to sign and date the application and supporting documentation with verifications. Technical assistance was provided on Confirmation Reviews. Prior to any other verification activity, a determining official, other than the official who made the initial eligibility determination, must review each approved application selected for verification to ensure that the initial determination was accurate. (page 71 Eligibility Manual) The confirming official then signs and dates the application(s). Determining official was also advised to write or stamp the received on date on each Benefit application to ensure processing within the 10 day window.
700 - Resource Management	704 Did the SFA complete a process to ensure its compliance with the net cash resources limitation to a level at or below three months' average expenses?	RESOURCE MANAGEMENT: Technical assistance was given, if annual net cash resources is less than three month's average expenditure amount the SFA is in compliance. If more than three month's average expenditure amount is on hand, SFA must request approval to hold excess or develop a plan.

Site - Level Technical Assistance Fremont-Mills Middle And Senior High School (0172)

Area	Question	Comments
1400 - Food Safety	1404 Is the most recent food safety inspection report posted in a publicly visible location? If NO, explain.	The most recent food safety inspection report should be posted in a publicly visible location. The FSD was asked to relocate the report. A food inspection should be conducted by your local agency at minimum once a year, twice is preferred. FSD should contact the local health departments to request an inspection. Keep a copy of this request.
500 - Offer versus Serve		MEAL COMPLIANCE: Technical assistance was given as to what makes a reimbursable meal. Posters provided to FSD to use as a visual for students. Students at breakfast must take a minimum of 3 items, one of which should be ½ cup fruit. At lunch 5 components must be offered and at least 3 items should be on each tray to be reimbursable. ½ c fruit or vegetable is required at lunch. It is the child's choice what to take as long as they meet the requirements. The SA has provided some posters to help students to better understand the requirements.

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Org - Level Commendations

Description
APPLICATIONS/BENEFIT ISSUANCE: Benefit documents, as well as all paperwork, were extremely well organized. The current application form and guidelines were used, direct certification is downloaded twice a month as required, benefits are accurately transferred in a timely manner to the POS system, and denied applications were correctly determined. The correct and current benefit issuance list was available. All applications were correctly determined, applications were complete with SSN's and case numbers, and all applications were determined within ten days. Income was only converted to annual when there was more than one frequency of income. Rollover applications were removed if the household did not apply within thirty days of the school year. Access to benefit information is correctly limited. Free meals are extended to all members in the household. Waivers are provided to applicants and indicate specific fees. Eligibility is kept confidential.
FISCAL ACTION: No fiscal action was required.
GENERAL: The SFA provides a hand sanitizer station for students to sanitize their hands prior to going through the lunch line.
GENERAL: The SFA's web site is easy to navigate and the nutrition and wellness tab includes the Benefit issuance application and instructions. The page includes the wellness policy, school lunch menu and access to Infinite campus, making it easy for parents to monitor student's lunch accounts.
MEAL COUNTING & CLAIMING: Meal counts during the on-site review were reasonable when compared to the (January) review month counts. Meal count totals for the month of January appeared accurate and complete. There was a point of service, POS, at the point where meals are served for all students observed at lunch. Students are not overtly identified as free, reduced, or paid during the meal claiming process or during meal observation. Food Production Records, FPRs, were on file for all meals claimed for reimbursement for the review period.
MEAL COUNTING AND CLAIMING: The SFA has several checks and balances in place to ensure accurate meal counting and claiming.
NEGATIVE MEAL ACCOUNT POLICY: SFA has written a Negative Meal Account Policy. The policy is posted on the school website under the nutrition tab.
On-site Monitoring (900): The on-site monitoring forms were completed for 100% of the SFA's sites for lunch and at least 50% were completed for breakfast prior to February 1st.
REPORTING AND RECORD KEEPING: Reports are filed on time, and all records are maintained for at least three years plus the current year.
VERIFICATION: The correct number of applications were verified and were correctly selected from error prone applications. All income sources were verified, and the process was completed on time. The application(s) selected for verification were confirmed prior to verification.
WATER: Drinking fountains and water bottle filling stations are right outside of the cafeteria, easily accessible at lunch and throughout the day.

Site - Level Commendations Fremont-Mills Middle And Senior High School (0172)

Description
GENERAL: The Food Service Director provides elementary school students the opportunity to help write weekly menus. Classes take turns submitting their ideas of what they think the menu should be, then the FSD visits the classroom, working with them to incorporate their ideas as much as possible while complying with the required guidelines. This is an excellent opportunity for the students to learn about creating balanced meals and incorporating nutrient dense food items into their daily diets.
HACCP/FOOD SAFETY: The SFA has a district-wide written Food Safety plan that includes most required elements. Temperature logs are maintained for all coolers-including milk coolers, freezers, food served, and dishwasher. The kitchen and storage areas were orderly and clean, and all food in coolers and freezers were covered and clearly labeled. Food Service workers wore proper hair restraints and practiced good gloving procedures.
NUTRITION: The Food Service Department offers a flavor station for students to add seasoning to their meals without added unwanted sodium.
NUTRITIONAL QUALITY OF SCHOOL MEALS (600): The SFA does a good job of creating a variety of menus, while meeting the nutrition guidelines. Dietary specifications seem to be meet with an appropriate calorie, saturated fat and sodium level being offered to all students.
PROFESSIONAL STANDARDS: The Food Service Director is diligent about her training and the training of her staff. She is open to suggestion for improvement. The FSD is mindful of menus, budget and makes food safety a priority.

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